

## My Documents

Learn360 allows users to upload documents that you can archive on the site, share with other users and/or attach to videos, video clips and/or audio files. For example, if you decide to attach a document to a video about the solar system that you feel would benefit your students as well as others, you can do so. By sharing the document after you have uploaded it, you've made it available to other users (depending on what location you decide to share it with). Now other teachers and students can view, download or print the document while watching that specific video.

### Add a New Document:

- Click on the **My Learn360** link. You will then see eight different tabs. The **My Content** tab will appear by default (below).

The screenshot displays the Learn360 user interface. At the top, the Learn360 logo is on the left, and a navigation bar on the right includes 'Welcome, Bob Smiths | Help | Logout Quizzes(6)', 'My Preferences', and 'My Learn360'. Below this is a search bar with 'Search by Keyword', 'Entire Site', and 'Advanced Search' buttons. The main content area is titled 'Home > My Learn360' and features a sidebar on the left with 'My Learn360' and links to 'Quizzes(6)', 'Distributed Assignments (4)', and 'Distributed Quizzes (2)'. The main area has a tabbed interface with 'My Content' selected. Under 'My Content', there are four sections: 'My Documents' (with a '+ New Document' button), 'My Media' (with a '+ New Media File' button), 'My Podcasts' (with a '+ New Podcast' button), and 'My Playlists' (with a '+ New Playlist' button). Each section lists items with icons and links to 'Edit', 'View', and 'Move'. For example, 'My Documents' lists 'Lesson Plans (2)', 'Homework (2)', 'Bob\_s Folder', 'Mike\_s Folder (1)', and '\_s folder', along with specific documents like 'Civil War Word Search Puzzle' and 'If the World Were a Village Lesson'. 'My Media' shows 'New', 'Nature', and 'Life Cycles'. 'My Podcasts' lists 'Dolphin (1)', 'Ocean Animals', and 'Mike\_s Podcasts'. 'My Playlists' lists 'Science Videos', 'Social studies p..', 'Bob's Playlist', and 'Student's Playlist'.

- Under the **My Content** tab you will see six different sections (My Documents, My Media, My Podcasts, My Playlists and My Slideshows).
- Under the **My Documents** section click **+New Document**.

**My Documents**
+ New Document

Lesson Plans (2)

Homework (2)

Bob\_s Folder

Mike\_s Folder (1)

\_s folder

☐

Civil War Word Search Puzzle

Edit | View | Move

☐

If the World Were a Village Lesson

Edit | View | Move

☐

Lorax Lesson Plan

Edit | View | Move

☐

Study Skills for Kids

Edit | View | Move

☐

Teasing & Bullying

Edit | View | Move

Deleted Selected | Browse Shared | Add Folder

- This will take you to a page that looks like this:

Welcome, Bob Smiths | Help | Logout  
Quizzes(6)

My Preferences My Learn360

Search Search by Keyword Entire Site Go Advanced Search

Home > My Learn360 > Upload Documents

My Learn360

Quizzes(6)  
Distributed Assignments (4)  
Distributed Quizzes (2)

Upload Documents

Title:

Description:

Browse...

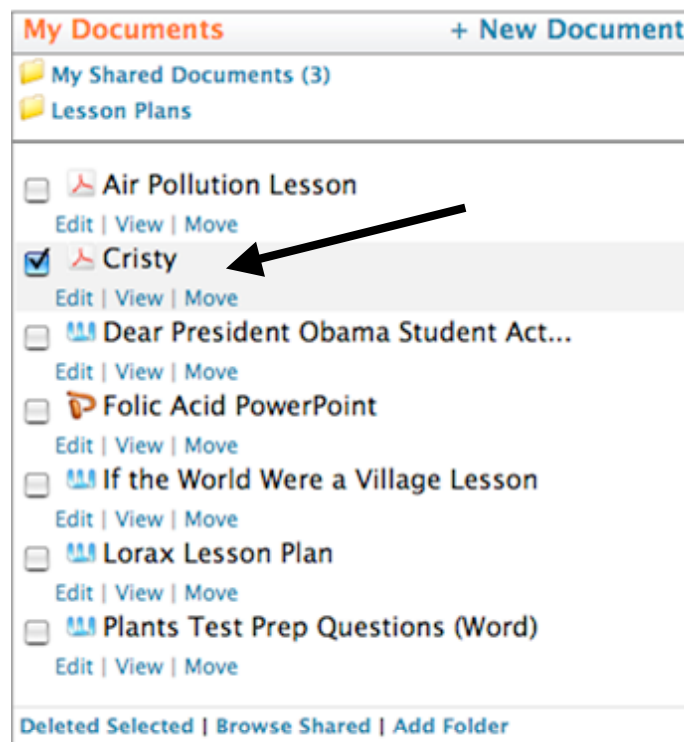
Upload

Help Center | Contact Us | Partners | 1-877-279-4090

- Name your document in the title field. You may also want to write a brief description in the description field.
- Once your document is titled, click on the **Browse** button. This will allow you to search for the document on your computer that you want to upload.

Please note that Learn360 supports most document types. You may also refer to the **Supported Documents Format** list located in the help center to see if your document is supported.

- Once you have selected the document you want to upload, click on the orange **Upload** button.
- After your document has been uploaded successfully it will appear in your **My Documents** section.



- From here you may edit, view, move or delete your newly uploaded document.

### Viewing a document:

Viewing a document allows you to look at the original file you uploaded to Learn360.

- Under your **My Documents** section you will see your file in its desired location.

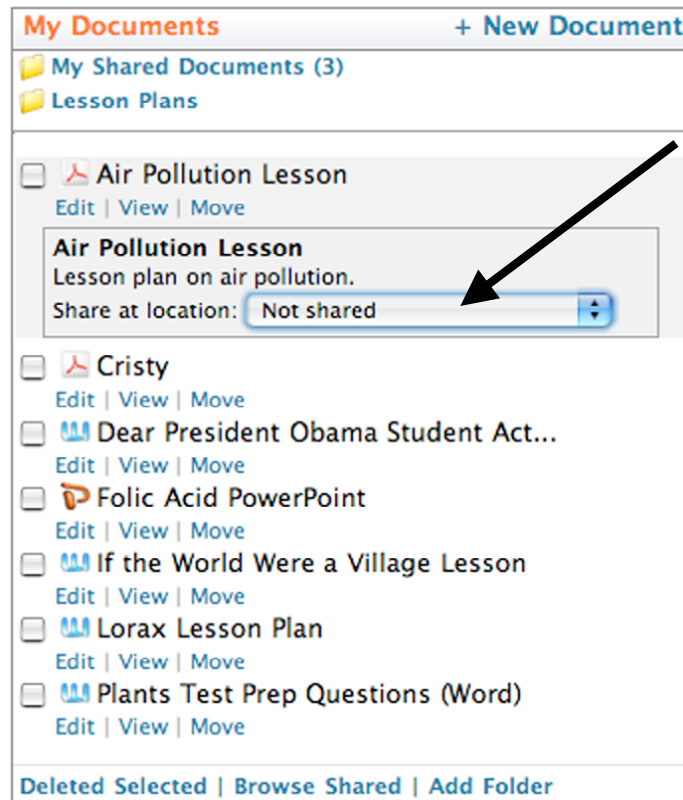


- To view your file, click **View** located below it (above).
- A popup will appear asking you to open the file. Click **Open**, and your file will appear.

### **To Share a Document:**

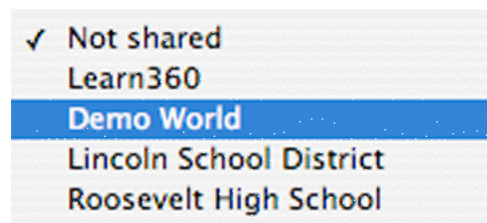
Once documents are uploaded you can also share them with your students, fellow teachers, your school and school district, and all Learn360 users. After documents have been uploaded and shared, they are available to whichever location of users you choose. Users have the availability to download and/or print.

- Once the document has been successfully uploaded you will see the document appear in your **My Documents** section (below).
- To share the document, click on the file name and a drop down menu will appear directly below it. Click the drop down bar next to **Share at Location**.

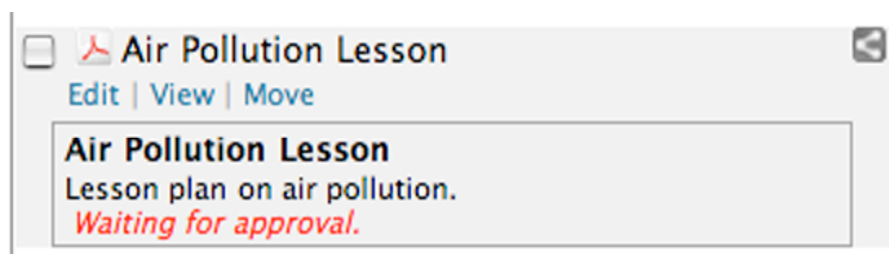


- Once you click the drop down menu you will see available sharing options.

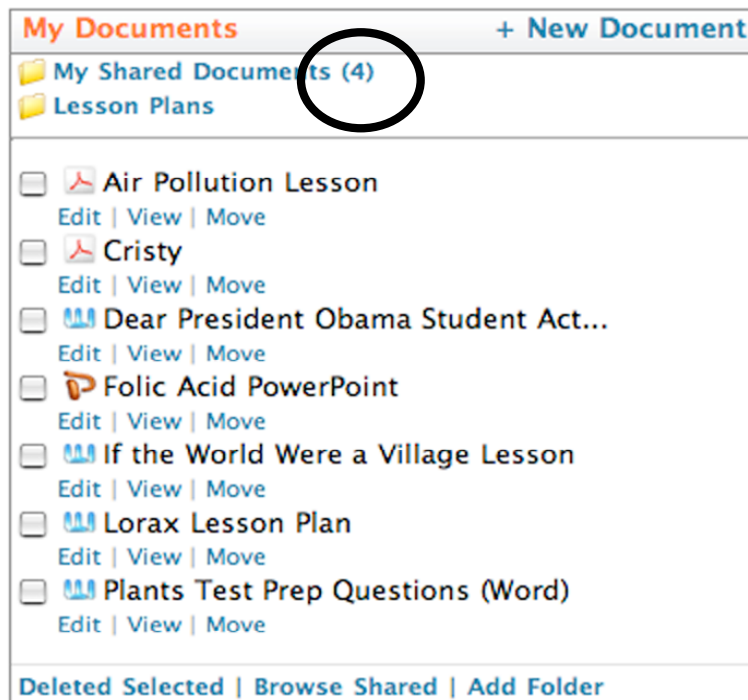
Example:



- This is an example of some options you may see. (Depending on how your Learn360 account is set up you may see more or less options.) Here you can choose the group with whom you'd like to share your document.
- After you have selected where you would like to share your document a red prompt will appear saying, "**Waiting for approval.**"



- The recently uploaded document has to be approved by an administrator. Once the document receives administrative approval it can successfully be shared.
- Once the document has been approved, the new-shared document will appear in your **My Shared Documents** folder. The quantity in parenthesis will increase by the number of documents that are shared and approved.

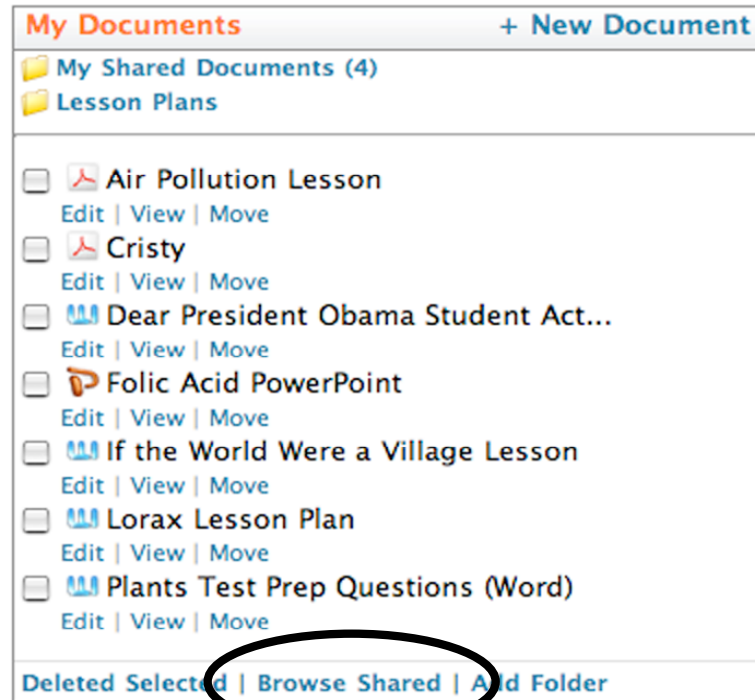


After the document has been shared, you still retain your document or documents that you have shared in your **My Documents**.

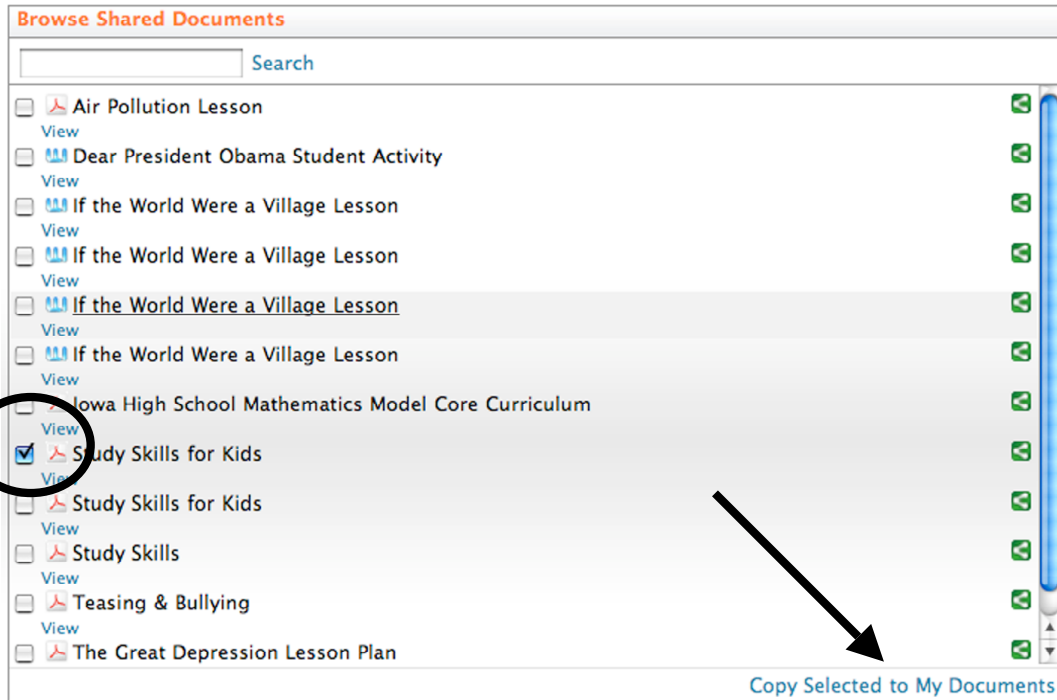
### **Add a Shared Document to your My Documents folder:**

Adding shared documents is a great way to use other teacher's resources for your own educational needs. You can download and print documents that other users have shared. This allows teachers to share activities, lesson plans and assignments ideas with each other.

- To search for shared documents from other Learn360 users, click the **Browse Shared** link. (You will only be able to access shared documents from other accounts with your level of access or greater.)



- Now you are able to search for other shared documents by using the keyword search and then clicking **Search**.
- If the search has found relevant documents they will appear below. Clicking on the title of a document will bring up a brief description of the material covered in the file (if one exists).
- To add shared documents to your **My Documents** folder click the box next to the title you wish to add (a check mark should appear in the box).
- Then click the **Copy Selected to My Documents** link.



- The document you have just added should appear in your **My Documents**.

The new shared document that you have added to your **My Documents** is a copy of the original. Learn360 copies the document for you so if the creator removes the shared document, you will still be able to access your copy.

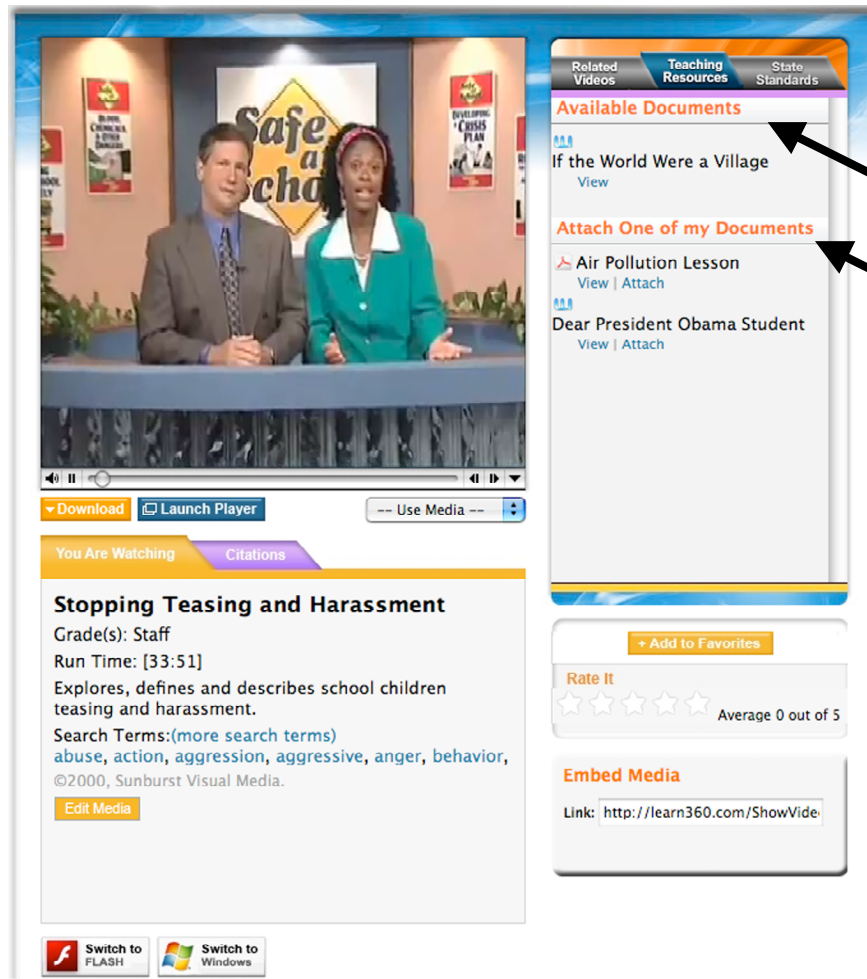
### **Attach a Shared Document to a Video, Video Clip, and/or Audio Clip:**

Attaching a shared document to a video, video clip and/or audio clip are great ways to supplement educational streaming content for students and other teachers. It is also a great way to facilitate follow-up assignments, and gives further support to reinforce teaching concepts.

- In order to attach a shared document to a video, video clip, and/or audio file it must be a shared item that has been approved.
- If you choose to attach a shared document to a given video you must be on that specific video's player page.

Here is an example of a video player page:





- You will see to the right of the viewing screen three tabs: Related Videos, Teaching Resources and State Standards.
- Click on the **Teaching Resources** tab and you will see Available Documents and Attach One of My Documents.

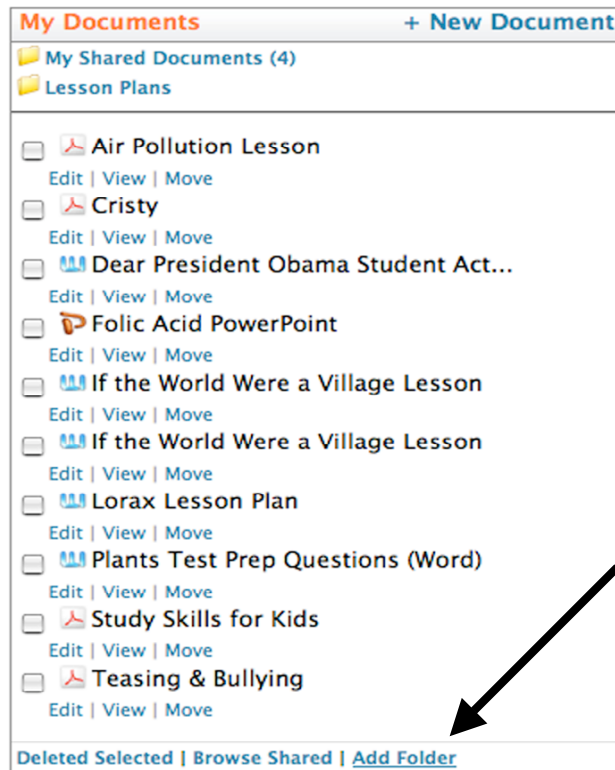
Only your shared and approved documents will be available to add to a video, video clip, and/or audio clip. They will be located under **Attach one of My Documents**.

- Click **Attach** under the document you've chosen and it will link the document to that specific video.
- You will then see the document under **Available Documents**. Depending on how the document is being shared (which locations it is available to) determines who will be able to view the available document. If you have the document shared with all of Learn360, anyone who views that specific video will be able to access the shared document along with the media.

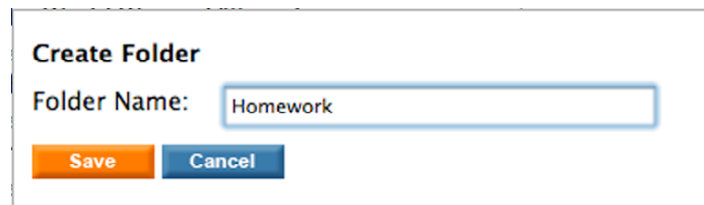
## Adding a Folder to your My Documents:

Adding folders to your **My Documents** is a great way to organize documents. Many teachers may find this helpful when coordinating documents with certain classes.

- To add a folder you simply click **Add Folder** at the bottom right of the **My Documents** section.



- This will open a **Create Folder** window.
- Type in a name for the folder and click **Save**.

A screenshot of a 'Create Folder' dialog box. It has a title bar 'Create Folder'. Below it is a label 'Folder Name:' followed by a text input field containing the word 'Homework'. At the bottom are two buttons: 'Save' (orange) and 'Cancel' (blue).

- The new folder will appear under **My Documents**.



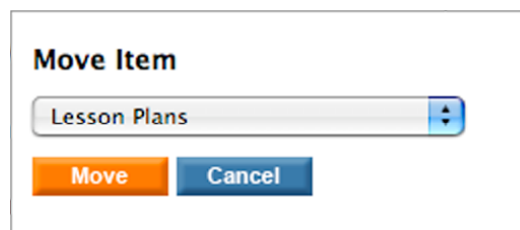
### Move Documents in your My Documents:

Moving documents gives you the flexibility to change where you would like to store documents.

- Once documents are in your **My Documents** section, you now have the ability to organize them into folders.
- Under the title of a document you will see three options: Edit, View and Move.



- Click **Move**
- A **Move Item** window will pop up and to provide a drop down bar that allows you to select where you would like to move your document.



- After selecting a folder, click **Move** to transfer to the folder you have selected.
- Your file will now appear in your selected folder.

### Editing a Document:

You can edit the title or description of a document at any time. To do this:

- Click the **Edit** link under the title you wish to edit (below).



- This will take you to the page similar to the upload screen (in the add document section above).
- Here you can re-name and change the description of the file.
- When you have updated the document, Click **Save**.
- The newly titled and/or described document will appear in your **My Documents** section.